



County of San Bernardino

INTEROFFICE MEMO

DATE May 17, 2007

FROM **MARK H. UFFER**
County Administrative Officer

TO **MEMBERS**
Board of Supervisors

PHONE 7-5417

SUBJECT 2007-08 PROPOSED BUDGET

On March 13, 2007, I presented the 2007-08 Budget Financing Plan to the Board of Supervisors. A copy of that agenda item and the power point presentation is included in the Executive Summary workbook. That plan provided the basis for distributing locally financed budget targets to general fund financed departments to develop their 2007-08 proposed budgets. The Board of Supervisors approved these budget targets and enclosed in these workbooks are the departmental budgets submitted and reviewed by the County Administrative Office.

The 2007-08 proposed budget workbooks have been designed to be more user friendly for the Board of Supervisors, the departments, and the public. The first workbook is an executive summary of the 2007-08 proposed budget, which includes:

- A Financing Plan Section, which shows changes that have occurred since the original financing plan was adopted. It documents how much financing is available in 2007-08 for building needs, departmental policy items, and other items the Board of Supervisors wishes to finance.
- A County Budget Summary Section, which shows the total appropriation, total revenue and total budgeted staffing included in the 2007-08 proposed budget with comparative numbers from the 2006-07 final budget.
- A General Fund Financing Section, which discusses how the general fund will be financed in 2007-08 as well as activities and balances of contingencies and reserves.
- A Year-to-Year Department Comparison Section, which shows last year's adopted budget, this year's proposed budget and the dollar and percentage change between the two years for all departmental budget units. A brief explanation of significant changes is also included, as well as a page reference for the second workbook to obtain additional detail.
- A Policy Item Summary Section, which summarizes all the policy items requested by departments for 2007-08. Policy Items represent any program or workload changes that could not be financed within the current departmental allocation.
- A Reclassification Summary Section, which summarizes all the proposed reclassifications of positions that are built in the department's 2007-08 proposed budget. A separate board agenda item will be presented to approve these reclassifications.
- A Grant Inventory Section, which summarizes all the grant revenues which are built in the department's 2007-08 proposed budget.
- An Other Section, which contains a summary of related laws, policies and procedures which have been followed while building the 2007-08 proposed budget.

BOARD OF SUPERVISORS
2007-08 PROPOSED BUDGET
May 17, 2007
Page Two

The second workbook shows the departmental detail of the 2007-08 proposed budget which includes:

- The department's mission statement.
- The department's strategic goals for 2007-08 as specified in the 2007-08 County Business Plan and presented at the Business Plan Workshop.
- The department's organizational chart, which includes the names of key personnel in the department, what functions the department performs, and how much budgeted staffing by function is included in their 2007-08 proposed budget.
- Five-year budget history line and bar graphs, which illustrate budgeted amounts for the past four years and the proposed level of appropriation, departmental revenue, local cost and budgeted staffing for 2007-08.
- Four-year performance history, which shows the actual level of appropriation, departmental revenue, and local cost for the past three years and estimates for 2006-07.
- Expenditure and financing pie charts, which illustrate what percentage of the 2007-08 proposed appropriation budget is spent on salaries and benefits, services and supplies, etc., as well as, the percentage of the 2007-08 proposed financing sources budget that comes from local cost, taxes, fee supported revenues, etc.
- Analysis of the 2007-08 Proposed Budget, which includes line item budget amounts such as salaries and benefits, services and supplies, etc. and explanations describing what is included in those budget amounts, as well as discusses the changes made by the department from prior year by line item.
- Performance Measures – When the departments specified their goals and objectives in the 2007-08 County Business Plan they also included performance measures that can monitor the success of their objectives. Also included are the projected 2006-07 performance measures as well as current estimated measures for 2006-07 to demonstrate if a department exceeded, met or is still working on their goals.
- Policy Item Requests – If departmental requests for program or workload changes could not be financed within the current departmental allocation, departments presented these requests as policy items. While the first workbook provided a countywide summary of policy items, this workbook provides more detail about the individual requests. The department has also provided proposed performance measures for each policy item to be used to maintain accountability if funding is provided.